



**POLICY
09**









Library Policy

For Ta'allum Schools

For Year 2017 - 2018

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Shuja Uddin		Principal- AMAB	16/11/17
Reviewed by	Maha Teema		Principal- AMAG	16/11/17
Reviewed by	Sheldon Smith		Principal- AJA	19/11/17
Reviewed by	Najoud Ensaff		EYFS and Primary SIC	20/11/17
Reviewed by	Katrina Reece		Secondary SIC	20/11/17
Reviewed by	Mohammed Abu Qadah		SIC (Arabic, Islamic Studies, Qatar History)	20/11/2017
Reviewed by	Dr. Mohammad Saefan		Education Director	20.11.17
Approved by	Ahmed Al Mannai		CEO	20-11/2017

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date
6	Damaged and Lost Book Policy	3 rd paragraph	February 2017
6	Payment Procedure	Point no. 1	
	SIC Reviewed Whole Policy		November 2017

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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every student to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"

Ta'allum Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students. Here at Ta'allum schools we believe that in order to ensure all our students to achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguished our students from other.

Learner Outcome 1

Strand 1:1

Strand 1:2

Strand 1:3

Strand 1:4

Strand 1:5

Strand 1:6

Our students are Academic

They are lifelong learners

They are creative thinkers

They are bilingual

They are confident

They are innovative

They are independent

Learner Outcome 2

Strand 2:1

Strand 2:2

Strand 2:3

Strand 2:4

Strand 2:5

Our students are Leaders

They have strength of character

They are organised

They are confident

They are responsible

They are future leaders

Learner Outcome 3

Strand 3:1

Strand 3:2

Strand 3:3

Strand 3:4

Our students practice and exemplify Islamic values

They adhere to the Five Pillars of Islam

They have good morals

They are polite

They are considerate

Welcome to Ta'allum Schools Library Policy 2017 - 2018

Ta'allum Libraries provide academically supportive environments for studying, teaching and learning. Our Libraries have been resourced with carefully selected texts to develop and support our students' learning and our staff members' continuing professional development. We are constantly reviewing and updating the resources and services our individual libraries offer to ensure we maintain a dynamic service, striving constantly towards international education best practice.

Library Mission & Aims:

The Library aims to:

1. Provide an adequately resourced and regularly reviewed modern teaching & learning resource centre.
2. Be welcoming and inclusive; complementing, supporting and further developing teaching and learning within the school.
3. Encourage a love for language, literacy, reading and life-long learning.
4. Develop and support independent study and research skills, along with high levels of critical thinking.
5. Organise learning activities and visits related to reading on a regular basis, liaising with different sections of the academy to achieve this aim.

Circulation Policy and Procedure:

General Procedure

1. To ensure fair access to resources, the borrowing limit is currently set at two items per student.
2. The check-out period is for two weeks, renewable at the conclusion.
3. Teachers may borrow up to 100 items.
4. All items, with the exception of Reference books can be borrowed.
5. At the end of each Semester, all borrowed items must be returned or replacement fees paid. Clearances for both students and staff may result if this is delayed.

Primary Library - Expectations

- All Primary students have their own account and can borrow library books during their library lesson.
- Each class has their own allocated time to visit to the library.
- Children can read library books during this slot and check out other books in their name.
- Each student should borrow 2 books per two weeks. (One for class reading/the other for home reading)
- Please note Library books are loaned only for two weeks.
- For loans not returned on time, the library will issue a reminder letter after two weeks.
- No further borrowing will be permitted when there are overdue loans.

- Following failure to return an item after two weeks from the due date, an invoice will be sent home requesting immediate return or payment to replace the item.
- **Class Reading Sets** - teachers will issue and keep track of all Readers and will inform the library of any failure to return. The Library will prevent all future borrowing until the item is returned or the replacement fee is paid.
- Lost or damaged books will be invoiced – Cost of the book without fine.

Secondary Library - Expectations

- Opening hours 6.45 am – 2.30 pm
- Allowance: 1 Fiction and 1 Non-Fiction for two weeks
- Books will not be issued if there are overdue books for the student.
- Books can be renewed
- Lost or damaged books will be invoiced – Cost of the book without fine.
- Must have a permission slip if attending Library without a teacher
- Classes will attend the Library following the booking system – one class per session
- Teachers will be supervising students during the breaks – (Resource Coordinator to liaise)
- The library will be used for silent reading, quiet research, individual study and project work
- Bags will be stored in the designated area at the library entrance
- Eating and drinking are not permitted in the library
- To use a computer, please seek the permission of the librarian
- Ta'allum guidelines with respect to IT usage apply to all library facilities
- Used books are to be placed on the trolleys for re-shelving
- Please replace all furniture after use

Overdue Policy

- Students with overdue items will not be permitted to check out any additional items until the overdue items are returned or a replacement fee is paid.
- An invoice will be sent for all non-returned items at the end of each semester.
- No items are available for loan during vacation periods. Report cards will be withheld until all library items are returned, or the replacement fee is paid.

Damaged and Lost Book Policy

1. If a book becomes damaged beyond use, the parent will be issued an invoice for the replacement cost of the book without fine.
2. Students with unpaid invoices for damaged and lost books will not be permitted to borrow any additional items.
3. Students and staff who return damaged books and resources will be required to pay the cost of the book without fine or provide an identical replacement item.
4. To pay for a lost or damaged book, please see the librarian for an invoice to be paid at the accounts office. The receipt must be returned to the librarian to ensure that the payment has been processed and registered.

Payment Procedure:

1. Library staff will issue invoices for lost/damaged books. Three reminders will be sent to parents before the issuance of the invoice.
2. The student will take the invoice to the Accounts Office for payment.
3. Once the student provides proof of payment to the library, their account will be cleared.
4. Once the amount is paid, it will not be refunded.

Behaviour & Rewards

- All expectations of the *Behaviour Policy* apply to Library facilities and staff.